

Business Diversity Advisory Group Summary

No In-Person Meetings (COVID-19 distancing)

April 14, 2021 · 10:00 AM – 12:00 PM

Members:

Blue Shift Media, Danny Hankins
 Birch Equipment Rental and Sales Inc., Cara Buckingham
 Excel Supply Company, Irene Reyes
 Inceodia Inc., Kristann Orton
 Jones & Associates Contract Services LLC, Joseph Jones

Pacific Office Solutions LLC, Julie Valdez
 Sybis LLC, Jeremy Djajadi
 The Part Works Inc., Katie Parris
 Washington PTAC, Tiffany Scroggs & Trena Payton
 Zena Consulting LLC, Lee Mozena

Staff and Guests

Bart Potter, Procurement Strategist
 Enterprise Services
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Erin Lopez, Business Diversity Outreach Specialist, Enterprise Services
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Keegan Barnes, Management Analyst
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Kim Kirkland, IT Supervisor
 Enterprise Services
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Shana Barehand, Business Diversity & Outreach Manager, Enterprise Services
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Sarah Erdmann, Deputy Director
 Office of Minority and Women's Business Enterprises
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Topic

Welcome & Overview

- Members and guests

Thank you to our BDAG members who will be completing their term. You are welcome to attend any future BDAG meeting.

Enterprise Procurement Policy

- Policy workshop planned for June 3, 2021. **Registration is open.**
- DES is working on the direct buy policy revision.

DES Procurements

- [Forecasting](#)
- Master Contracts

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- Separate cooperative contracts
- ITPS
- Agency Contracts

DES ACTION ITEMS:

- How the business community can engage through the planning process. Meetings with Trena Payton on federal models of draft RFPs.
- Information on Janitorial protests.

PIE Strategic Plan

- Policies and Procedures
- Outreach
- Metrics

DES ACTION ITEM:

- 2 minutes on high-level dashboard of the same things each month and where we are.

BDAG ASK:

What dashboard items you are most interested in?

- The PIE roadmap includes many measurements and is a 15-minute overview (not 2 minutes).
- Overall spend and number of firms by ownership type for DES: Master contract, agency contracts, and direct buy.
- Trends
- High level data by industry

PIE Policies & Procedures

- Forecast sub-committee recommendations

DES ACTION ITEMS:

- Sub-committee meetings took place to discuss forecasting.
- Provide DES Agency Policy.
- Review and consider Trena's recommendations around federal forecasting practices.

Outreach

- March outreach
- Collaborative enhancements

DES ACTION ITEMS:

- 1. PIE strategic plan (goals and metrics)**

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2. Reporting in BDAG meetings

3. BDAG recommended
4. Program improvements based on community feedback

Erin connected with PTAC on outreach and the Tabor Lunch and Learn is generally marketed on their site and goes directly to the registration page. We will also incorporate this into our marketing.

BDAG RECOMMENDATIONS:

Outreach education components:

- What to say
- We can connect
- Contracts training and FAQ it's OK to talk with people
- Internal outreach
- Who should be there and how to engage
- Metrics and other elements of outreach in strategic plan

DES ACTION ITEMS:

- Consider better spend data and trends on the DES Business Diversity Webpage.
- Add missing events we participated in, as highlighted by members.

Metrics

- Diversity Data Report highlights

BDAG Leading Change

- April 14, 2021, 10:00 AM – 12:00 PM – *New member on-boarding*
- April 28, 2021, 1:00 – 2:30 PM – *Application debrief*
- May 12, 2021, 1:00 – 2:30 PM – *Celebration and connecting leaving and entering members*

Onboarding feedback:

- Share onboarding date sooner and market more.
- Program timing was good.
- Breakout sessions was good, would be better with more people.
- Member stories was good.
- Would be great to have recordings of businesses stories and dialog.

Closing & future meetings

Thank you to all of our members. We look forward to seeing you in May (membership meeting and celebration).

DES ACTION:

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- Going forward OMWBE will set agency goals per agency and based on their availability. Request for OMWBE to present at a future meeting.
- UW planned for June.

Attachments:

- Meeting Summary March 2021
- BDAG PPT

Next meetings:

3rd Tuesday of the month from 10 AM – 12 PM

- May 18, 2021 – *First meeting of the new term*
- June 15, 2021
- July 20, 2021

Additional Meetings:

- April 28, 2021, 2:00 – 4:00 PM – *Application debrief*
- May 12, 2021, 1:00 – 3:00 PM – *Celebration and connecting leaving and entering members*

Alternate Formats:

Historically, we had a fall BDAG meeting in central/eastern Washington and a spring meeting in northwest Washington. (COVID-19 impacts these effort for FY 2021)

- Fall 2021 (October 19, 2021, 10 AM – 12 PM) – **Virtual**
 - BDAG meeting with open community discussion
- Spring 2022 (March 9, 2022, 1 PM – 3 PM) – In-person
 - Western Washington BDAG meeting with the community
 - The day prior to the Alliance Northwest Conference
 - Same location as Alliance (tentatively Puyallup, WA)
- Fall 2022 (TBD) – In-person
 - Central/ Easter Washington BDAG meeting with open community discussion
 - Intend to align with a small business conference in the region